

Fiscal Year 2013/14 Grant Program Guidelines and Application Instructions

Cultural Presenters Cultural Heritage

Artistic Disciplines (Dance, Film, Music, Theater & Visual Arts)
Community Benefit Fund Rent Waiver for Fillmore (Jackie Gleason Theater)
SoundScape Wall Use Grant

Not intended for use by Cultural Anchors and Junior Anchors Applicants

The cultural arts grants program is made possible through the vision and support of the Miami Beach Mayor and City Commission

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Introduction

The City of Miami Beach Cultural Affairs annual grants programs are open to non-profit, 501(c)(3) cultural organizations and cultural departments within an institution of higher learning (college or university) with tax-exempt status under other subsections of 501(c)(3) wishing to present or produce cultural and artistic events in the City of Miami Beach.

The grants programs were originally created in 1998 as an essential component of the mission of the Miami Beach Cultural Arts Council, which is to develop, coordinate, and promote the arts in the City of Miami Beach community. Since the program's inception, the City of Miami Beach Mayor and Commission and the Cultural Arts Council have awarded in excess of \$11 million in cultural arts grants, supporting thousands of performances, exhibits, and other cultural activities in Miami Beach. The grants programs are managed by professional staff from Cultural Affairs, a Division of the City of Miami Beach's Department of Tourism and Cultural Development.

In an effort to address the needs of the arts community, the Cultural Affairs staff annually reviews each of the programs. Suggestions and ideas are received from grantees, grants panelists, members of the Cultural Arts Council and other granting organizations. Cultural Affairs welcomes this input so that it can continually grow and improve its programs. Program application periods and relevant deadlines are announced in January via press releases, electronic mail, on its website, www.MBCulture.com and in area newspapers. Program guidelines, applications and instructions are created in Microsoft Word format and made available on the website, in English and Spanish. These forms are also available upon request via email (maryheaton@miamibeachfl.gov). Applications are also available in paper version by calling 305-673-7577 ext. 6126.

Applicants should determine the primary goal of their project, examine the purposes and review criteria of the different grant programs, and apply to the program that is most relevant to the project. Each grant applicant must follow an extensive multi-level public review process. This includes a general orientation for all applicants and required consultations with Cultural Affairs staff to determine eligibility and appropriate program. Applicants must meet all application requirements, including deadlines, or the application will be disqualified. A mandatory dollar for dollar (\$1 to \$1) match is applicable to all grants programs. Grant applicants must demonstrate this match through cash, other matching grants and/or In-Kind contributions (In-Kind contributions not to exceed 25% of total cash project budget). The Cultural Affairs grants programs should not be considered the sole source of funding. Applicants should thoroughly explore other funding sources prior to seeking support from this program. An organization may submit only one grant application each grant year. An application must score a minimum average of 80 points or higher at the Panel meeting to be eligible to receive funding. Payments received and made in conjunction with this Grant, including, vouchers, bills, invoices, receipts and canceled checks, shall be dated within the fiscal year for which they are approved. Applicants will be required to utilize the standardized Audience Survey adopted by the Cultural Arts Council to obtain specific feedback from program participants.

Applications will be scored by the Cultural Arts Council at a series of Panel Meetings to be held between March 7 and June 6, 2013. All meetings will be publicly noticed. It is strongly suggested that applicants attend their respective Panel Meeting. During the Panel Meeting, applicants are permitted only to respond to questions from panelists. Applicants are strictly prohibited from speaking during any other part of the Panel Meeting. Persons requiring special accommodations must make the request at least 72 hours prior to the Panel Meeting. Miami Beach Cultural Arts Council panelists follow rigorous conflict-of-interest guidelines. They do not participate in funding deliberations affecting organizations with which they have been affiliated

as employees or board members within the past three years. Once the Panel has reviewed and scored an application the decision of the Panel thereto shall be final.

Funding distribution will be decided at the regular Cultural Arts Council meeting Tuesday, July 9, 2013. These initial funding recommendations are submitted to the City of Miami Beach's Mayor and Commission for final approval during the City's annual budget hearing each September. Upon final approval of the grant awards, grantees are required to complete and sign a grant contract complete with detailed project description and itemized project and grant award budgets. These contracts also contain provisions for monitoring, performance and enforcement, which are implemented by Cultural Affairs staff.

Grant Programs

Cultural Presenters

Provides grants to organizations whose primary mission is to produce and present cultural and artistic productions.

Maximum Grant Award Amounts

\$10,000 – for proposed project budgets under \$100,000

\$20,000 - for proposed project budgets at or above \$100,000

Evaluation Criteria

Artistic Merit and Program Quality

- Artistic merit of proposed program
- Innovative and creative quality of proposed program
- Incorporation of new technology in proposed program
- Artistic collaborations in proposed program
- Experience and reputation of artists involved
- Demonstrated artistic achievements of organization

Curatorial Methodology

- Strategic presenting formula that supports the mission of the organization
- Dedicated professional curatorial staff
- Balance between effective fiscal management and artistic excellence

Community Impact

- Marketing, publishing, outreach to residents and visitors
- Collaborations and/or partnerships with other groups
- Development of new and diverse artists and audiences
- Method of evaluating the project

Organization Management

- Board structure, goals and objectives
- Management structure and administrative stability

Fiscal responsibility and feasibility as reflected in organizational budgets and project budgets

Cultural Heritage

Provides project-specific grants for arts programming to not-for-profit 501(c)(3) Miami Beach-based institutions devoted to promoting and protecting the diverse heritage, traditions and

culture of Miami Beach. Grants may be used for presentations of visual and performing arts, arts programs and workshops, and other projects which emphasize the artistic experience and are accessible **to a broad audience**. Grant funds may not be used to support projects that are primarily recreational, therapeutic, vocational or rehabilitative, or for religious services or programs designed solely for practitioners of a specific religion.

Maximum Grant Award Amounts

\$5,000 - for proposed project budgets **under \$25,000 \$10,000** - for proposed project budgets **at or above \$25,000**

Evaluation Criteria

Artistic/Cultural Merit and Program Quality

- Artistic and Cultural Heritage merit of proposed project
- Innovative and creative quality of proposed project
- Incorporation of new technology in proposed program
- Artistic collaborations in proposed program
- Organization's demonstrated achievements in protecting the cultural heritage of Miami Beach
- Organization's mission and project's effectiveness in supporting this mission
- Method of evaluating the project

Community Impact

- Marketing and outreach to residents and visitors
- Project's impact in artistic and cultural heritage
- Collaborations and/or partnerships with other groups
- Project's impact in fostering cultural diversity

Organization Management

- Board structure, goals and objectives
- · Organizational management structure and administrative stability

Budget Feasibility and Fiscal Responsibility

- Fiscal responsibility as reflected in organizational budgets
- Budget feasibility as reflected in project budgets

Artistic Disciplines

Funding is limited to arts and cultural organizations whose primary mission is to create and present work in one of the following artistic disciplines; **Dance, Music Theater, Film and Visual Arts.** Proposed projects should be for work that is new or has never before been presented in Miami Beach. Organizations receiving an Artistic Discipline Grant are chosen based on demonstrated artistic talent and potential and the vision for the proposed project, in relation to their overall artistic goals. Organizations' proposals should reflect a high level of integrity, strategic planning and a focused sense of direction. Grant applications are scored and awarded based upon available program funds.

Maximum Grant Award Amounts

\$10,000 - for proposed project budgets under \$100,000 \$20,000 - for proposed project budgets at or above \$100,000

Evaluation Criteria

Artistic Integrity and Quality

- Demonstrated artistic talent and potential of organization
- Organization's artistic development and achievements in relation to its mission

Project Merit

- Artistic vision of proposed project in relationship to overall artistic goals
- Experience and reputation of artists involved
- Incorporation of new technology in proposed project
- Artistic collaborations in proposed project
- Marketing and outreach of project to residents and visitors
- Method for evaluating success of project

Budget Feasibility and Fiscal Responsibility

- Fiscal responsibility as reflected in organizational budgets
- Budget feasibility as reflected in project budgets

Organizational Structure and Development

- Board structure, goals and objectives
- Management structure and administrative stability

Community Benefit Fund Rental Fee Waivers for the Fillmore Miami Beach

The Cultural Arts Council may issue up to 12 rental fee waivers per calendar year to qualified not-for-profit organizations for use of the Fillmore Miami Beach at the Jackie Gleason Theater. Only the rental fee is waived; users are responsible for all other costs associated with the rental period. Applications for the Community Benefit Fund Rental Fee Waiver are reviewed monthly at regular meetings of the CAC. Interested not-for-profits should contact the Fillmore Miami Beach/Live Nation at 305.938.2505 for availability and more information.

SoundScape Wall Use Grant

The Cultural Arts Council may issue up to 10 grants annually for use of the SoundScape projection wall and sound system to qualified non-profit organizations. Applications will be reviewed once each quarter at a regular CAC meeting. Restrictions apply; please review the application thoroughly. For more information contact Gary Farmer (garyfarmer@miamibeachfl.gov or 305.673.7577.)

Fresh Air Fund

The Cultural Arts Council will offer a Free Outdoor Performance Bonus of \$2,000 to all FY 2013/14 Artistic Disciplines and Cultural Presenter grantees whose projects include free outdoor performances in the City of Miami Beach.

Eligibility Requirements

Only non-profit cultural organizations with a 501(c)(3) tax-exempt status or cultural departments within an institution of higher learning (college or university) with tax-exempt status under other subsections of 501(c)(3) are eligible. Cultural Affairs staff will determine eligibility and discuss guidelines with applicants during the required consultation. Organizations applying through a

"fiscal agent" are not eligible. Organizations which received prior year Cultural Affairs grant funding and which did not comply with the Grant Agreement and/or other requirements pursuant to same are ineligible to apply. Additionally, organizations which received funding from the Miami Beach Visitor and Convention Authority (VCA) during the same fiscal year are not eligible to apply. Applicants are required to furnish a minimum \$1 to \$1 funding match, in cash, in-kind, or combination of both. A City of Miami Beach Cultural Affairs grant shall not be considered the sole source of funding. Applicants are encouraged to explore additional funding sources such as the Miami-Dade County Department of Cultural Affairs (305-375-4634); Florida Department of State, Division of Cultural Affairs (850-487-2980); and private sources.

Required Staff Consultations

Qualified cultural organizations <u>must</u> schedule an initial consultation with Cultural Affairs staff to determine eligibility. <u>Additional staff consultations will be required</u> prior to submission of final application to determine completeness and acceptability. Incomplete applications cannot be accepted through the on-line system. Applicants must download the following documents electronically or the application will not be accepted by the on-line grant system:

- Organization's 501(c)(3) tax-exempt status letter <u>dated within the past two years</u>. Updated letters can be obtained via fax and mail by calling the Internal Revenue Service at 1 877 829 5500. Please also note that non-profit corporations are required to be registered with the Florida Department of Agriculture & Consumer Services per the Solicitation of Contributions Act, http://www.doacs.state.fl.us/consumer.html, under Charitable Organizations.
- Signed IRS Form 990 reflecting organization's prior year budget

Please note that In-Kind contributions **may not exceed 25%** of the total organizational budget and total cash project budget.

Proposed cultural projects must:

- Be only new work or work that has not previously been presented in Miami Beach
- Be presented in the City of Miami Beach between October 1 of the current year and September 30 of the following year (City of Miami Beach's Fiscal Year)
- Payments received and made in conjunction with this Grant, including, vouchers, bills, invoices, receipts and canceled checks, shall be dated within the fiscal year for which they are approved.
- Have a minimum \$1 to \$1 match
- Be accessible to the public

Allowable Grant Expenditures:

- Artistic and technical fees directly related to the proposed program or event
- Production costs related to the proposed program, project or event
- Honoraria
- Equipment rental and expendable materials
- Marketing
- Publicity
- Equipment rental and personnel necessary to provide program accessibility as mandated by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973

Grant Use Restrictions (grant funds may not be used towards):

• Projects that are primarily recreational, political, therapeutic, vocational, rehabilitative or intended solely for practitioners of a specific religion.

- Sleepless Night programs/events
- Remuneration of City of Miami Beach employees for any services rendered as part of a project receiving a grant from Cultural Affairs grants programs
- Administrative salaries or fees
- "Bricks and mortar" or permanent equipment; unless the purchase price is less than the cost of rental.
- City of Miami Beach services (City permit fees, off duty police, insurance, electrician, etc.)
- Debt reduction
- Contests
- Indirect or general operating costs related to the operation of the organization (Cultural Anchors excluded from this restriction)
- Travel or transportation (includes local travel)
- Social/Fundraising events, beauty pageants or sporting events
- Hospitality costs including decorations or affiliate personnel with the exception of artists
- Cash prizes
- Lobbying or propaganda materials
- Charitable contributions
- Events not open to the public; unless the event serves to specifically benefit City of Miami Beach government
- Insurance fees

Please contact Cultural Affairs Program staff for any questions regarding grant related expenditures.

Program Policies

The Cultural Affairs Grants Program is a public process governed by the Florida Government in the Sunshine Law. All Panel meetings shall be advertised and open to the public and all documents are available for inspection by the public.

Past receipt of grant awards, financial need, and merit of an application do not in themselves guarantee funding. Prior year grant recipients must submit a completed final report form no later than the date indicated in their current grant, in order to be eligible to receive next year's grant funds if awarded. Additionally, once the final report has been reviewed, grant recipients must submit any additional required documentation by the deadline provided or the grant recipient will be non-compliant and ineligible to receive remaining grant funds, and ineligible to receive next year's grant funds if awarded.

Application and Final Report deadlines will be strictly enforced. There will be no exceptions.

Multiple organizations may not apply for grant funding towards the same project. An organization may submit only one application each grant year.

Cultural Affairs and the Miami Beach Cultural Arts Council do not fund capital expenditures; travel outside of the local Miami-Dade County area; hospitality; debt reduction; organizational fundraising; cash awards, City of Miami Beach services; or administrative and staff salaries.

During the application process, applicants may contact the Grants and Operations Administrator at 305-673-7577 ext. 6126 or the Cultural Affairs Program Manager at 305-673-

7577 ext. 6745. Applicants shall not solicit or initiate any communication with Cultural Arts Council Panel members. Violations may result in disqualification from consideration of application to the Grants Program or, if after selection, disqualification from the Grants Program.

All grant recipients must provide equal access and equal opportunity in employment and services, and may not discriminate on the basis of handicap, color, creed, gender, religion, or sexual orientation.

In the event that Cultural Affairs staff determines the need to monitor grant recipients and events funded by these City grants, the Cultural Affairs staff may request tickets or waived admission for distribution to Cultural Arts Council members.

Application Timeline and Instructions

Application Period Opens: Friday, December 7, 2012

Access to the on-line application system and grant guidelines will be available through the Cultural Affairs Program website www.mbculture.com under *Grants*. The Cultural Affairs Program reserves the right to revise published information. Please phone 305-673-7577 ext. 6126 or visit www.mbculture.com to confirm information, including but not limited to, meeting dates and times. The Office of Cultural Affairs reserves the right to make changes in meetings dates and times as deemed necessary.

Initial Consultations with Applicants

A consultation with Cultural Affairs staff at the Office of Cultural Affairs is <u>required</u> (address listed above). Applicant eligibility and appropriate grant program will be determined during the consultation. Appointments are scheduled on a "first come first serve" basis and must be scheduled at least one week in advance. It is in the best interest of the applicant to schedule this appointment as early as possible in the event that a second consultation review is necessary. Please phone 305-673-7577 ext. 6126 to schedule an appointment. (See table on page 9 for initial/final application review windows, deadlines and Panel meeting dates.)

Please note: All organizations must be registered as Lobbyists with the City of Miami Beach City Clerk's office prior to presenting to the Grant Panelists. Non-profit organizations are exempt from paying the fee but must still register. For more information, please call 305-673-7411 or visit http://www.miamibeachfl.gov/newcity/depts/clerk/clerk.asp.

*Submitted applications will be reviewed by Staff over a two-week period. Staff will consult with grant applicants who will be able to make corrections as needed during this period of time.

Application Deadlines

No new applicants are accepted after these deadline dates (by program). No exceptions shall be made for applications submitted after these respective deadlines.

Category	Initial Consultations	Application Due Date	Internal (Staff) Review*	Application Correction Deadline	Panel Meeting Schedule
Anchors/Junior Anchors (Application Process begins 12/5/12)	Before Wednesday, December 19, 2012	Friday, January 11, 2013	Monday January 14 - Friday, January 25, 2013	Wednesday, January 30, 2013 4:00 pm EST	Thursday, March 7, 2013
Cultural Heritage	Before Wednesday, January 16, 2013	Friday, February 8, 2013	Monday February 11 – Friday, February 22, 2013	Friday, February 22 2013, 4:00 pm EST	Thursday, April 4, 2013
Artistic Disciplines – Dance, Theater & Visual Arts	Before Wednesday, January 16, 2013	Friday, February 8, 2013	Monday February 11 – Friday, February 22, 2013	Friday, February 22 2013, 4:00 pm EST	Thursday, April 4, 2013
Artistic Disciplines – Film & Music	Before Wednesday, February 20, 2013	Friday, March 15, 2013	Monday, March 18 – Friday, March 29, 2013	Friday, March 29, 2013, 4:00 pm EST	Thursday, May 2, 2013
Cultural Presenters	Before Wednesday, March 20, 2013	Friday, April 12, 2013	Monday, April 15 – Friday, April 26, 2013	Friday, April 26, 2013, 4:00 pm EST	Thursday, June 6, 2013

Application Check-list

- 1. Incomplete applications cannot be submitted
- 2. All on-line application submissions must include the following required materials:
 - > Current Board membership (with contact information) and staff lists with brief bios included
 - > All Itemized in-kind contribution lists as indicated within the application
 - Additional supplemental organizational and program materials are limited to 5
 - One copy of 501(c) (3) letter of non-profit determination <u>dated within the past two years</u>. Updated letters can be obtained by fax and by mail by calling the Internal Revenue Service at 1-877-829-5500.
 - One complete copy of the organization's most recent IRS Form 990

Panel Meetings

Applications will be scored by the Cultural Arts Council at Panel Meetings to be held on the following dates. All meetings begin at 9:00 AM and are held in the Tourism & Cultural Development Conference Room, 1755 Meridian Avenue, Suite 500, Miami Beach.

Cultural Heritage: Thursday, April 4, 2013
Artistic Disciplines – Dance, Theater & Visual Arts: Thursday, April 4, 2013
Artistic Disciplines – Film & Music: Thursday, May 2, 2013
Cultural Presenters: Thursday, June 6, 2013

All meetings are publicly noticed. It is strongly suggested that applicants attend their respective Panel Meeting. During the Panel Meeting, applicants are permitted only to respond to questions from panelists. Applicants are strictly prohibited from speaking during any other part of the Panel Meeting. Persons requiring special accommodations must make the request at least 72 hours prior to the Panel Meeting. Miami Beach Cultural Arts Council panelists follow rigorous conflict-of-interest guidelines. They do not participate in funding deliberations affecting organizations with which they have been affiliated as employees or board members within the past three years. Once the Panel has reviewed and scored an application the decision of the Panel thereto shall be final.

Funding distribution will be decided at the regular Cultural Arts Council meeting Tuesday, July 9, 2013. These initial funding recommendations are submitted to the City of Miami Beach's Mayor and Commission for final approval during the City's annual budget hearing each fall. Upon final approval of the grant awards, grantees are required to complete and sign a grant contract complete with detailed project description and itemized project and grant award budgets. These contracts also contain provisions for monitoring, performance and enforcement, which are implemented by Cultural Affairs staff.

Grant contracts are distributed to awarded applicants in October 2013. Fifty percent (50%) of grant funds are distributed upon receipt of signed and completed contracts by the stated deadline. Prior year grant recipients must submit a completed 2012/13 final report form no later than November 15, 2013, and meet any subsequent deadlines in order to be eligible to receive 2013/14 grant funds.